



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
UNITED STATES ARMY GARRISON, SCHWEINFURT
CMR 457
APO AE 09033

IMEU-SWF-HRM

MEMORANDUM FOR Service Member, Civilian Employees, and Family members
Assigned to or Tenants of the US Army Garrison Schweinfurt Area of
Responsibility

SUBJECT: Policy Memorandum 1-15 - Lost or Stolen Identification (ID)
Card Replacement Procedure

1. PURPOSE: To establish policy concerning standard procedures
regarding lost or stolen ID cards.

2. POLICY:

a. The loss of an ID card is a serious risk to the safety and
protection of every member and tenant of the USAG Schweinfurt.
Safeguarding an ID card is a primary concern of the Chain of Command
in the USAG Schweinfurt community and should be a responsibility
shared by all of us.

b. ID cards lost by members of the Schweinfurt community are
mostly the result of carelessness, not theft or accident. As of 1
July 2007, the following procedure will be initiated to replace an ID
card that has been lost or stolen:

(1) When an ID card is stolen or misplaced, the individual
holder must report the loss immediately to the nearest military police
station. If the card holder is a sponsor then they must have a unit
representative present, and that person must be of equal or senior
rank. If the card holder is not the sponsor then the sponsor or a
unit representative must be present. Once reported the Military
Police Desk Sergeant will open a case concerning the loss and the case
will be entered on the official Military Police Blotter. The person
reporting the loss must obtain a Report of Lost Identification Card
letter from the Military Police Desk Sergeant. The letter must have
the Military Police Report (MPR) number, and be stamped.

(2) Sponsors, Family Members and Civilians must attend the
remedial Force Protection Level 1 briefing and be tested prior to
receiving or being issued their replacement ID card. The Force
Protection Level 1 briefing is located in bldg. 289, on Ledward
Barracks. Contact the USAG Schweinfurt In processing Training Center
(ITC) office at DSN: 354-6922 to make an appointment or for additional
information regarding seating and availability. Sponsors must be
present when a replacement ID card is being issued to a dependent for
which they are responsible. When the sponsor is not available the
Family Member responsible must have in possession a power of attorney.

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(3) Once the Force Protection Level 1 briefing and testing have been completed, sponsors will be provided a slip stating the briefing and testing have been completed thus allowing lost ID card holders to be reissued a new ID card.

3. Point of contact for the action is Ms. Deborah Lawson at DSN: 354-1550 or email at deborah.lawson@eur.army.mil

"Every Day ... Better."


ANTHONY E. HAAGER
LTC, QM
Commanding

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